

**NOLA Public Schools  
Procurement Department  
2401 Westbend Parkway, Suite 5076  
New Orleans, LA 70114**

**Paul A. Lucius, Executive Director of Procurement**

**December 11, 2023**

**Addendum No. 2**

**REQUEST FOR PROPOSAL NO. 24-0046**

**STRATEGIC PLANNING CONSULTANT SERVICES**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued November 14, 2023. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so shall subject proposal to disqualification.

**CLARIFICATION:**

This Addendum consists of four (4) pages.

1. **Question:** Whether companies from Outside USA can apply for this? (like, from India or Canada).

**Answer:** NOLA-PS is seeking an opportunity to collaborate with local or easily accessible partners. Please note that travel expenses, including meals, lodging, or any other related costs are not covered under this contract..

2. **Question:** Whether we need to come over there for meetings?

**Answer:** Yes. Vendors will need to conduct meetings, focus groups, workshops with internal and external stakeholders in person as outlined in the RFP.

3. **Question:** Can we perform the task (related to RFP) outside USA? (like, from India or Canada)

**Answer:** The task related to the RFP must be performed on-site and, the selected firm will need to meet the criteria specified in the RFP, which require facilitating in-person meetings, focus groups, and workshops with internal and external stakeholders.

4. **Question:** Can we submit the proposals via email?

**Answer:** Yes. One signed original proposal shall be submitted electronically and clearly marked: REQUEST FOR PROPOSAL NO. 24-0046 ON MONDAY, DECEMBER 18, 2023 AT 10:00 A.M. to Paul A. Lucius, Executive Director of Procurement: [procurement@nolapublicschools.com](mailto:procurement@nolapublicschools.com).

5. **Question:** Can you confirm that this is the correct sequencing for the proposal? Should references be included both in the proposal as Tab 9 and in the Appendices? Which of the above sections count towards the 20 page limit?

NOLA-PS Cover Sheet

Tab 1 – Cover Letter – Letter of Interest/Executive Summary

Tab 2 – Description of Firm’s Background

Tab 3 – Experience and Qualifications of Firm

Tab 4 – Methodology and Approach

Tab 5 – Firm’s Financial & Compliance Standing

Tab 6 – Timeline (Table Form)

Tab 7 – Project Staff

Tab 8 – Firm’s Organizational Chart

Tab 9 – References – (Provide three (3) to Five (5) References of similar scope)

Tab 10 – Proposal Cost

Tab 11 – DBE and Partnerships (Appendix B)

Tab 12 – Appendices

**Answer:** Yes. References should be included in Tab 9. Tabs 1-8 are included in the 20-page count.

6. **Question:** In which section should a proposal address a summary of litigation

**Answer:** Summary information regarding litigation may be placed in Tab 5 - Firm’s Financial & Compliance Standing.

7. **Question:** The DBE forms include a box for notarization that indicates that the notary public has to be from the state of Louisiana. To confirm, the notary can be from your home state?

**Answer:** Yes. The DBE Contractor Compliance Certification Checklist may be notarized within the State of the Respondent’s domicile.

8. **Question:** Who would be the primary point of contact for this scope of work?

**Answer:** An Administrative staff member will be the point of contact for the Scope of Work regarding this Request For Proposal.

9. **Question:** The RFP includes a request for a new organizational structure chart and reorganization plan. What specific roles will need to be included in this chart and plan?

**Answer:** The organizational chart must encompass every employee within NOLA Public Schools.

10. **Question:** Will this reorganization plan include a reduction in force?

**Answer:** No.

11. **Question:** Section 7.2 of the RFP includes the instruction that the "Proposal Response is not to exceed 20 pages." Is that 20-page limit inclusive of all of the subsequent listed Tabs 1-12 (7.2 A through L), or does the 20-page limit only apply to a subset of the listed Tabs (e.g. Tabs 1-7)?

**Answer:** Tabs 1-8 are included in the 20-page count.

12. **Question:** What is the timeline for this work?

**Answer:** NOLA-PS anticipates this work being completed over the span of 3-6 months.

13. **Question:** What is the office or role that is overseeing this work?

**Answer:** The Administrative Department will oversee this project.

15. **Question:** How many job descriptions currently exist?

**Answer:** NOLA Public Schoos has approximately 266 employees, and each employee has a job description. However, this number could vary because some employees have the same job descriptions (i.e. Cafeteria Servers or Teachers)

16. **Question:** Please clarify expectations and structures for workshops.

**Answer:** Workshops will be held on an as needed basis to gain insight and information.

17. **Question:** The RFP references survey results. Has the survey already been administered?

**Answer:** Yes, the survey has been administered.

18. **Question:** Must vendors subcontract with a DBE as part of this solicitation? If that is not a requirement, how should they complete Responsiveness Forms 1 & 2 and the Contractor Compliance Checklist?

**Answer:** (1) It shall be the policy of the Orleans Parish School Board (OPSB) to ensure every opportunity is made available to include disadvantaged business concerns in its letting of contracts and purchases. The Respondent will use best efforts to achieve a DBE contract goal, or other requirement of a Special Provision which, by their scope, intensity, and appropriateness to the objective, can reasonably be expected to fulfill the program requirement. If a company cannot meet the goal established in the solicitation you must, at a minimum, show qualitative and quantitative evidence of Good Faith Efforts to attain DBE Participation. Moreover, the ability or desire of the Respondent to self-perform the work of a contract with its own organization does not relieve the Respondent's responsibility to make a Good Faith Efforts to achieve the District's DBE contract goal.

(2) Respondents (as a Principal/Prime) are not required to have a DBE Certification in order to submit a proposal/response to any solicitation advertised by OPSB. However, if your firm is partnering/teaming with other firms to assist with services, or material suppliers, OPSB is requesting that you partner with Certified DBE Vendors for said services/products. All of the identified DBE forms within the Instructions to Proposers require completion, authorized signatures, and notary.

19. **Question:** Should we address the proposal to NOLA-PS or OPSB?

**Answer:** Please direct your proposal to the Orleans Parish School Board (OPSB) in accordance with the electronic submission instructions outlined in the Request for Proposal (RFP) document.

20. **Question:** Do you have recent updates and/or progress reports on the 23-28 strategic plan?

**Answer:** The Strategic Plan was launched in October 2023. The first update will be given in January 2024.

21. **Question:** Have any recent HR audits been conducted?

**Answer:** Yes, Human Resources Department undergoes an annual audit.

**End of Addendum No. 2**